

From: [Marlinga, Richard](#)
Cc: [Lowe, Willard](#)
Subject: IMPORTANT UPDATE: Remote Work Requests (Sent to R5 Supervisors & Managers)
Date: Tuesday, April 5, 2022 8:38:09 AM
Attachments: [Work Schedule Screen Shot.pdf](#)
[PPL Work Schedule Request.pdf](#)
[Template e-mail to employees regarding Remote Work Applications.docx](#)
[Remote Work Requests \(Sent to R5 Supervisors Managers\).msg](#)

Good morning Managers and Supervisors,

This is a follow up to our previous communications about remote work applications. **The Routing Sheet has been updated.** [Routing Sheet](#) Please use the link to ensure you are using the most recent routing sheet.

Per the Remote Work Article employees are required to:

1. Completely fill out the [Remote Work Application](#), including clearly explaining:
 - a. “How the employee can perform all their duties as effectively from the RWL as from the Official Agency Worksite” and
 - b. “An explanation of how approval of the request will not diminish the agency’s ability to accomplish its mission and meet its operational goals.”
2. Completely fill out the [Form 3181-8 Remote Work Safety Checklist](#)
3. Provide their approved Work Schedule.
 - a. Employees should take a screen shot of approved schedule in PeoplePlus (attachment Work Schedule Screen Shot). If employee does not have a schedule in PeoplePlus, have employee submit a schedule request (attachment PPL Work Schedule Request) .
4. Provide evidence of Telework Training

As previously communicated, Per the Remote Work Article, supervisors are required to review the employees remote work application and identifying any missing items in the request.

- **If a supervisor receives a remote work request and it does not include the information above, please use the attached template e-mail to ask the employee for more information.**
- **Please do not communicate with your employee regarding the remote work request, except through use of the attached template, without first discussing with Bud Lowe, Scott Sharon, or Rick Marlinga.** If bargaining unit employees have questions regarding remote work, refer them to the negotiated Article or their union representative.
- **If a supervisor receives additional questions from their managers, HR, or the DRA, they should answer the questions, without contacting or discussing the Remote Work Application with the employee further.** If the supervisory chain is unable to answer the question, they should discuss with HR.

As previously communicated, supervisors should use the following procedures when they receive a remote work request. A complete remote work request package must contain the following documents:

- **All as individually attached PDFs** [Remote Work Application](#)
 - Employee Position Description (PD) or detailed description of duties. HCB, Willard (Bud) Lowe. may assist in obtaining PD *(This is a new requirement)*
 - [Routing Sheet](#) **Please note, the routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.**
 - [Form 3181-8 Remote Work Safety Checklist](#)
 - Approved Work Schedule. Employees should take a screen shot of approved schedule in PeoplePlus (attachment Work Schedule Screen Shot). If employee does not have a schedule in PeoplePlus, have employee submit a schedule request (attachment PPL Work Schedule Request)
 - Evidence of Telework Training (discussed in my January 31 email attached)
1. The HQ routing sheet does not have signature blocks for the Branch Manager and Division Director like the R5 routing sheet did. We are asking supervisor to use the below process for routing the completed remote work request package.
- Supervisor fills out and signs remote work routing Sheet. **Please note, the routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.** Please use the [Routing Sheet](#) link, as HQ is updating this routing sheet.
 - Supervisor signs the remote work application. Supervisor does not check the box for approval/disapproval on the remote work application, as the DRA will make that final determination.
 - Supervisor forwards complete remote work request package to Willard (Bud) Lowe lowe.willard@epa.gov (copy to Division Director and Branch Manager) via e-mail.
 - For their situational awareness, Division Director and Branch Manager reviews the application/routing sheet and may ask any clarifying questions (of the supervisor—not the employee) that may be needed. A positive response from the Division Director or Branch Manager is not required
 - Supervisor sends e-mail to employee indicating “I have forwarded your remote work application to the next step in the review process.” *(Required by article)*

If you have any questions, please contact Willard “Bud” Lowe. Bud may be contacted at (312) 353-2311 or lowe.willard@epa.gov.

Thank you.

Richard Marlinga (he/his)

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